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U/OP

March 2, 1955

MEMORANDUM FOR: O - Mr. Henderson

SUBJECT: Files

The files maintained in my office (U/OP) fall into the following two categories:

1. Documents such as copies of numbered telegrams, OGC and NSC papers distributed to me by the Department; and
2. Memoranda and similar documents furnished my office on a personal basis by other Agencies of the Government, relating to such Agencies' operations and memoranda and similar documents prepared in my office bearing on such operations of other Agencies.

I strongly recommend that there be an official determination that documents in my files in the second category mentioned above not be considered as being a part of the Department's files and archives, especially for such purposes as publication, access by Departmental officials, storage or other disposition.

L. Randolph Higgs
Deputy Operations Planner

U/OP:LRH:mfl

State Dept. declassification & release instructions on file

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